



**EDUCATION AND WORKFORCE DEVELOPMENT CABINET  
OFFICE OF VOCATIONAL REHABILITATION**

**Steve Beshear**  
Governor

275 East Main Street  
Mail Drop 2-EK  
Frankfort, KY 40621  
(502) 564-4440  
Toll Free (800) 372-7172 (V/TTY)  
Fax (502) 564-6745  
ovr.ky.gov

**Thomas O. Zawacki**  
Secretary

**Dr. David Beach**  
Executive Director

**SERVICE FEE MEMORANDUM**

CP-TB-12-13-01

Amended PS-TB 10-15

**TO:** Office of Vocational Rehabilitation Staff  
Branch Managers, Counselors, and Assistants,  
CDPVTC Director, Case Management Director, and Counselor(s)  
Office for the Blind Staff  
Gerry Gordon-Brown and Vanessa Denham, Client Assistance Program (CAP)

**FROM:** Pat Selch  
Central Office Administrator  
Systems and Fiscal Management Branch

Teresa Brandenburg  
Branch Manager  
Supported Employment Services

**DATE:** October 1, 2012  
Amended Oct 1, 2014

**RE:** Fee Schedule for Community Rehabilitation Programs (CRP)

This Service Fee Memorandum (SFM) replaces SFM CP-CR-MY-CE-04-05-09, Fee Schedule for Community Rehabilitation Programs (CRPs) dated March 17, 2005, updated July 7, 2009 and August 6, 2010. It also replaces SFM CP-TB-08-09-06, Job Direction and Retention Services, dated August 12, 2009.

The following updated guidelines pertain to the purchase of CRP services for eligible vocational rehabilitation consumers.

The counselor has the responsibility of informing consumers of the services available through CRPs so the consumer can make appropriate choices among the various services and providers. Once the consumer and counselor have jointly decided upon CRP services, pertinent information is to be furnished at the time of referral to meet the admission requirements of the CRP.

The primary responsibility of the CRP is to assist in the development of and to carryout the agreed upon services outlined in the Individualized Plan for Employment (IPE). Ideally a representative of the CRP should be involved in

the IPE development to ensure all parties understand the services that are to be provided. It is critical there is a general understanding and agreement among all involved parties concerning the expected vocational outcome.

The CRP provides feedback to the counselor; furnishes written progress reports on a monthly basis until the consumer is employed in the required format. Once the consumer is employed the CRP will submit a progress report after day 1, day 45 and day 90 in the required format to the OVR Counselor with an invoice. Payment documents should be processed promptly by the OVR office upon attainment of appropriate outcomes, pending receipt of necessary documentation of service provision/individual progress from the CRP provider.

### **Employment and Retention Services: (formerly known as services leading to competitive employment or Community Based Adjustment and Placement Services)**

For Employment and Retention services a three tiered milestone payment system as been designed based on OVR eligibility priority category (See Attached table) Payment will be made only when these milestones are reached by the consumer and approved by consumer and OVR counselor at day 1, day 45, and day 90. CRP services must extend beyond the first 90 days of employment if the individual still requires those services in order to be successful on the job.

Employment means a permanent job that is suitable, full or part-time at competitive wages with all the rights, privileges, and benefits of individuals who are not disabled and employed in similar jobs.

Monthly Summary Progress notes are to be sent to the OVR counselor by the 5<sup>th</sup> of each month for the prior month. Once the consumer is employed a progress note is sent to the counselor along with an invoice after day 1, day 45 and day 90.

The VR counselor should issue an authorization for job development services once the goal is established and the Individual Plan for Employment (IPE) has been signed by the consumer. There should be time limits placed on all authorizations not to exceed 6 months.

10H	Comprehensive Vocational Evaluation	\$ 650.00
10P	Vocational Assessment	225.00
10P	Academic Assessment	110.00
10P	Aptitude Assessment	110.00
10P	Interest Assessment	75.00
10P	Mobile Assessment Fee	50.00
36B	Adjustment	1,500.00
71B	Employment and Retention Pr 3 or 4	
71A	Completed 1 Day (one time only)	500.00
71B	Completed 45 Days (one time only)	1,000.00
35L	Completed 90 Days (one time only)	2,500.00
	Total	4,000.00
71B	Employment and Retention Pr 1 Or 2	
71A	Completed 1 Day (One time only)	500.00
71B	Completed 45 Days (One time only)	1,000.00
35L	Minimum of 90 Days (One time only)	3,000.00
	Total	4,500.00